

Contract User Guide for PRF62

PRF62 Energy Consulting Services Designated DOER

UPDATED: April 5, 2018

Contract #:	PRF62
MMARS MA #:	PRF62*
Initial Contract Term:	1-06-2016 through 12-31-2019
Maximum End Date:	Up to 6 years with 2 options to renew for one year each
Current Contract Term:	1-06-2016 through 12-31-2019
Contract Manager:	Edward Dobbin, (617)-626-7383, Edward.Dobbin@state.ma.us
This Contract Contains:	Environmentally Preferable Products, Small Business Purchasing Program, MBE/MWBE/WBE, Service Disabled Veteran-Owned Business, Prompt Payment Discounts
UNSPSC Codes:	25-17-50; 26-13-00; 32-15-00; 72-10-00; 72-12-00; 72-13-00; 77-10-00; 80-10-00; 81-10-00; 83-10-00

Notes:

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract Summary

Statewide Contract (SWC) PRF62 Designated DOER Energy Consulting Services provides a wide-ranging list of independent, experienced and pre-qualified vendors offering an array of energy and facility management consulting services under multiple categories.

Eligible Entities that use this contract may purchase services through the development of a Statement of Work (SoW) and by establishing best value evaluation criteria, followed by the use of the Request for Quote process in COMMBUYS to obtain quotes from any of the pre-qualified vendors in the appropriate category of the contract.

UPDATES: This Contract User Guide was updated on March 27, 2018 to a new CUG template. DOER contact information has been updated as well.

Contract Categories

Contract awards are for specialized services of consultant firms qualified in one or more of the following Service Categories, including but not limited to:

Energy Research and Analysis Services
 Clean Energy Systems and Technology Analysis and Research
 Energy Programs Stakeholder Engagement Services
 Energy Project Advisory & Consulting Services
 Existing Building Commissioning
 Facility Maintenance and Operations Advisory Services
 High Performance Buildings Advisory Services

PRF62 SERVICE CATEGORIES	MBPO Numbers
Contract Documents Master File: PRF62 Energy Consulting Services Designated DOER	PO-16-1041-ENE01-ENE01-00000006531
1. Energy Research and Analysis Services	PO-16-1041-ENE01-ENE01-00000006552
2. Clean Energy Systems and Technology Analysis and Research	PO-16-1041-ENE01-ENE01-00000006554
3. Energy Programs Stakeholder Engagement Services	PO-16-1041-ENE01-ENE01-00000006566
4. Energy Project Advisory & Consulting Services	PO-16-1041-ENE01-ENE01-00000006593
5. Existing Building Commissioning	PO-16-1041-ENE01-ENE01-00000006596
6. Facility Maintenance and Operations Advisory Services	PO-16-1041-ENE01-ENE01-00000006597
7. High Performance Buildings Advisory Services	PO-16-1041-ENE01-ENE01-00000006598

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The contract may be expanded or further limited to the types of services which may be covered or required in the future. This may be done either by amendment or by "open enrollment" at any time during the term of the contract, including any extension periods when it is determined to be in the best interests of the Commonwealth.

Services available: including but not limited to the following service category summaries (N.B: some services are offered in more than one category). Please use this list, or refer to the scope as specified in the RFR document, in order to select the appropriate Service Category.

1. Energy Research and Analysis Services

- a. Energy Policy and Program Research & Analysis
- b. Energy Regulation Research & Design Services
- c. Energy Markets Forecasting & Analysis
- d. Utility Efficiency Program Design & Implementation
- e. Financial Analysis
- f. Staffing Research & Analysis
- g. Capital Investment & Maintenance Planning/Life Cycle Cost Analysis
- h. Energy Related Data Collection & Analysis Services

2. Clean Energy Systems and Technology Analysis and Research

- a. Renewable & Efficiency Technology Research & Analysis
- b. District Energy Systems, Energy Storage, Grid Interconnection, Demand Reduction & Microgrid Strategies
- c. Sustainable Design & Water Conservation Technology
- d. Other Clean Energy Technology Analysis/Review - Including Emerging & Innovative Technologies

3. Energy Programs Stakeholder Engagement Services

- a. Managing Public Stakeholder Processes, Training, & Education
- b. Stakeholder Engagement, Dialogue Facilitation
- c. Behavior Modification Measures or Programs
- d. Public Hearings, Outreach, Facilitation, Education
- e. Social Networking
- f. Facility Systems Training
- g. Other Training & Stakeholder Outreach

4. Energy Project Advisory & Consulting Services

- a. Energy & Water Audits, Energy Master Planning, Waste Water Planning
- b. ZNE Analysis
- c. Energy Modeling
- d. ECM Specifications & Scopes Of Work

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- e. Energy Project Management Support
- f. Performance Contracting Oversight & Advisory Services
- g. Training Oversight
- h. Sub-consultant Services For Energy/Water Diagnostic Testing

5. Existing Building Commissioning (EBCx)

- a. Energy Audits & EBCx Investigations
- b. Current Facility Requirements (CFR) Documents
- c. Energy Management Systems (EMS) Evaluation
- d. ECMs: Low Cost & Low Capital Options
- e. EBCx Implementation Oversight
- f. Continuous Commissioning
- g. Sub-consultant Services For Diagnostic Testing

6. Facility Maintenance and Operations Advisory Services

- a. Facility Maintenance & Operations Advisory Services
- b. Facility Condition Assessment
- c. Facilities Training Programs
- d. Facility Operations & Management Process Improvement
- e. Staffing Research & Analysis
- f. Sub-consultant Services For Diagnostic Testing

7. High Performance Buildings Advisory Services

- a. LEED Certification Advisory Services
- b. Sustainable Design Research & Project Support for:
- c. Passivehaus, ZeroNetEnergy, Living Building Challenge, etc.
- d. Document Production
- e. Training Support for LEED, High Performance Building Operations, Sustainable Design, and Resiliency Programs & Projects
- f. Resiliency Advisory Services

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, Prompt Payment Discounts, Supplier Diversity Plan, vendor management and oversight, and the availability of environmentally preferable products.

- Encourages a partnership between vendor and engaging entity for best value.
- Aggregating projects and volume can be established with vendor for common themes and best value.

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- Summarizing department needs in a Statement of Work can effectively allow for prices to be negotiated based on an identified volume not known during the State bid process.
- Many SDP Plans are inclusive of subcontractors qualified to support a department for services under this contract and also allows for a department to meet their SDP annual benchmarks.
- Vendors have clients who are small and large and have a local and national presence.
- Pre-qualified vendors' business profiles are available for purchasing entities to review.
- Contract documents are located in one central location in COMMBUYS.
- Vendor Appraisal Management Form (VAMF) allows users of the contract to appraise vendors' performance on specific projects.

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](https://commbuys.com) and search for PRF62 to find related Master Blanket Purchase Order (MBPO) information.
- See COMMBUYS link above to link directly to the MBPO for PRF62 categories.
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](https://commbuys.com) and search for PRF62 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the "Master Contract Record" Master Blanket Purchase Order (MBPO) for PRF62 and can be accessed directly by visiting Master Blanket Purchase PO-16-1041-ENE01-ENE01-00000006531.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Construction Materials and Services: G.L. c. 149, s. 44A; G.L. c. 30, § 39M.

Eligible Entities

Please see the standard list of Eligible Entities on our [Who Can Use Statewide Contracts](#) webpage.

Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

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Prior approval of the department is required for any subcontracted service of the Contract. Contractors are responsible for the satisfactory performance and adequate oversight of their subcontractors.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

- This is a fee for service contract
- Purchases made through this contract will be direct, outright purchases. All elements of the project's creation through the use of Commonwealth funds are owned by the Commonwealth except where prior ownership has been established. Commonwealth departments should be made aware of such exceptions.

Executive Departments: All Executive Departments are required to use statewide contracts for their purchases if the goods/services they seek are available on a statewide contract. Executive agencies are required to utilize COMMBUYS for all related statewide contract purchasing activity. For further details please see the [Best Value Procurement Handbook](#).

Eligible Entities: All other Non-Executive Eligible Entities are encouraged to utilize COMMBUYS for all statewide contracts purchasing activity, however the use of COMMBUYS is not required. Non-Executive Eligible Entities may order via email, phone or fax as allowed by the vendor. To ensure that you are being offered statewide contract pricing, contract users should identify and reference the contract number PRF62 when contacting the vendor for quote activity or placing an order.

Pricing Options

The compensation structure for the PRF62 contract is according to individual projects as described and agreed to in the SoW and the accepted bidder response. Awarded vendors are required to provide specific and transparent prices in all responses to bid quotation requests.

- **Project Pricing:** Costs under PRF62 must be determined through project-based compensation. Eligible Entities will determine the format in which quotations for their specific project will be collected. Vendors are expected to be competitive with each project and must provide a detailed and transparent budget related to the scope of services to be completed. Eligible Entities and awarded PRF62 vendors may negotiate project rates as part of the quote process. Negotiated project rates may be published by the Eligible Entities as part of the records in COMMBUYS.

Hourly Rates: Engagements that are limited in scope, time and value might be best quoted on hourly rate compensation structure.

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Invoicing: All bills/invoices must minimally include:

- Assignment name.
- Hours billed/invoiced and Statewide Contract hourly rate or portion of project billed:
- Hourly rate: Identify account manager or other vendor agent and applicable hourly rate.
- Project based: Identify portion of project billed and balance remaining, but not an average rate.
- Supporting documents must accompany billing/invoicing received by an engaging entity.
- Totals should be reviewed for correctness by engaging entity prior to approval.
- Total billed/invoiced must meet the Commonwealth's requirements if audited.
- A description of the Supplier Diversity Activities used for this project

Negotiations: Hiring Entities are entitled and encouraged to negotiate down project rates, including ancillary services for work being conducted under this contract.

Payments: The Hiring Entity may require work be paid in increments, as agreed upon deliverables are completed. All billing must be addressed to and with the Hiring Entities providing a breakdown of costs as required.

Eligible Entities: To receive contract item information and/or quotes, Non-Executive Department buyers may contact vendors directly.

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or COMMBUYS@state.ma.us.

When contacting a vendor on statewide contract, always reference PRF62 to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How To Purchase From The Contract

- **Solicit quotes and select and purchase quoted item in COMMBUYS**

This COMMBUYS functionality provides a mechanism to easily obtain quotes, as specified by the Contract. The buyer would create a Release Requisition, and then convert it to a Bid. After approval by the buyer approving officer, the bid is then sent to selected vendors to request quotes

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose the *How to Create a Solicitation Enabled Bid Using a*

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Release Requisition job aid or one of the quick reference guides.

- **Document items in COMMBUYS that have already been purchased**

This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Requisitions section, and choose the *How to Create an RPA Release Requisition* job aid.

Obtaining Quotes

Contract users should always reference PRF62 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

Step-by-Step User Instructions for creating a COMMBUYS Request for Quote (RFQ):

How to select a Service Category and associated Vendors for your RFQ

- Before you select a set of vendors you must know which Service Category best serve your needs. Please refer to the Service Category Scope summaries listed above.
- Go to www.commbuys.com to log in.
- Once Logged into COMMBUYS, click on the word **Advanced** next to the spyglass icon at the top of the screen.
- From the **Select Document Type** dropdown, select **Contract/Blankets**
- Enter “PRF62” in the **Description** field and click “**Search**”
- Select the MBPO labeled “Contract Documents: PRF62 Energy Consulting Services Designated DOER” and click on the [PO-16-1041-ENE01-ENE01-00000006531](#)
- Click on **Attachments** Tab and locate and download the Service Category Vendor Profile Document for the category you intend to use. These Profiles contain short descriptions provided by each vendor of their expertise and available services in that particular Service Category.

How to Send a Request for Quote (RFQ) through COMMBUYS

- **Once Logged into COMMBUYS, click on the plus sign next to the COMMBUYS logo, top left of page; select REQUISITION from the drop-down menu**
- **General Tab**
 - In the drop-down menu for **Requisition Type**, be sure to select “**Release.**”
 - On the right hand side, enter a Short Description of your scope of work
 - Select **Solicitation Enabled.**
 - Click on **Save and Continue**

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- **Items Tab - This Tab will allow you to search and add items from any of the seven PRF62 MBPOs; Only one MBPO (Service Category) however, can be used per requisition.**
 - Select **Search Items** and click the “+” to open **Advance Search** fields.
 - Type “PRF62” into the **Description** field and click “**Find It**”
 - Select the appropriate MBPO
 - Add **Quantity** of 1 and
 - Click **Add to Req. & Exit**.
 - Click on **Item #**, add \$1.00 in **Catalog Price/Unit Cost** field (If you have an estimated price, you can consider using it instead of the \$1.)
 - A **Distributors Tab** will have appeared; got to that tab. All vendors will appear selected as the default. You may deselect vendors if you wish.
 - Scroll to the bottom and click “**Save & Continue**”
 - Please follow the quote requirements when selecting vendors under the vendor sub tab.
- **Address Tab**
 - Enter the Bill To and Ship To address for the Purchasing Entity.
- **In the Attachment Tab, you will need to attach the following:**
 - Statement of Work.
 - Any other bid document (s) at your discretion.
- **Go to the Summary Tab**
 - Review your Solicitation Enabled Release Requisition.
 - Click **Submit for Approval**.
 - Click **Send**

How to convert your Release Requisition into a Bid and send it to your selected vendors for quote.

- **Locate your approved Requisition (Documents > Requisitions > Ready for Purchasing)**
- **Summary Tab**
 - The requisition will open in the **Summary Tab**; scroll to the bottom
 - Click **Convert to Bid**
- **Locate your Bid (Documents> Bids> In-progress)**
- **General Tab: Complete the following fields**
 - **Available Date** – Enter the date the Bid (solicitation) is made available to vendors to submit quotes. Click the calendar icon to set the desired month, day, and time.
 - **Bid Opening Date** – date the Bid will close and quotes can be opened for viewing. Click the calendar icon to set the desired month, day, and time.

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- **Informal Bid** – check box if you wish to view quotes as submitted (prior to the Bid Opening Date). Note: This option should only be used for closed bids to vendors on contract. Refer to policy for further clarification.
 - Purchase Method:-Option should default to Open Market. If not then select Open Market from the drop down menu
 - Click **Save and Continue**
- **Review information on Items, Address, and Attachment Tabs (all data should have been brought over from the requisition)**
- **Bidders Tab**
 - There is no **Vendor tab** on the Bid. All Vendors entered on the requisition are now listed as **Bidders**.
 - **Restricted Bid** – if not already done, click the radio button next to **Restricted Bid**, to ensure that only selected vendors can view and respond.
 - **Prices** – if you want vendors to see your price, select the **Show Unit Prices to Vendors** checkbox at the bottom of the page.
 - **Hide Bid Holder List on Vendor Side** – this checkbox may already be checked. This hides the Vendor list from all responding Vendors. Uncheck if desired.
 - **Additional Bidders:** To add more Bidders, click **Lookup & Add Vendors** button.
 - If you made any changes, click **Save & Continue**.
- **Q&A Tab**
 - To dialogue with vendors, select the **Allow vendor to submit questions** checkbox.
 - If you would like COMMBUYS to notify you when a vendor submits a question, select the **Send notification when vendor submitting question** checkbox.
 - If you wish to display the dialogue on the Web, select the **Show on Web** checkbox. The **Show Original Vendor Only** checkbox is available if appropriate.
 - If you made any changes, click **Save & Continue**.
- **Summary Tab**
 - Review the bid information.
 - Scroll to the bottom of the page and click the **Submit for Approval** button.
 - A pop up message appears asking if you want to submit this bid.
 - Click **OK**
 - Once the bid is approved, return to the **Summary tab** and scroll to the bottom of the page and click the **Send Bid** button.
 - This will notify any vendor listed on the bid and post it on COMMBUYS allowing the selected vendors to search for it and submit quotes.

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Bid management and award

- For information on how to manage your Bid, review bid submissions, and make an award, please see the [Job Aids for Buyers](#) on the COMMBUYS website labelled [How to Score and Award a Bid in COMMBUYS](#)

How to locate Distributor Model Master Blanket Purchase Orders (MBPOs) when not logged into COMMBUYS:

Navigate to www.COMMBUYS.com

- Click on Contract and Bid Search
- Select "Contract/ Blankets."
- Type in "PRF62" in the "Contract/ Blankets Description" search field to find the distributor model Master Blanket Purchase Orders (MBPOs) for the Service Categories listed above.

If you need assistance with COMMBUYS contact the COMMBUYS Help Desk at: COMMBUYS@state.ma.us or 1-888-627-8283 or 617-720-3197 during normal business hours (8am - 5pm ET Monday - Friday)

Engagements valued at less than \$10,000 require at least one quote or an accepted Statement of Work with an estimated value. However, if the engagement value is estimated to exceed \$10,000, the Commonwealth and its Eligible Entities must solicit at least three written quotes against the appropriate PRF62 Master Blanket Purchase Order (s) in COMMBUYS. Eligible Entities must develop a written Statement of Work and attach it to the COMMBUYS RFQ. The engagement/project will be awarded to the vendor deemed most responsive to the Statement of Work as evaluated by the awarding authority.

For projects with an estimated total price that is less than \$10,000, the Commonwealth and its Eligible Entities must ensure a sound business practice and award the contract to the responsible PRF62 pre-qualified vendor that meets the project specifications outlined in the Statement of Work (SoW).

It is considered best practice to seek at least three quotes for all engagements; however, multiple quotes for engagements under \$10,000 are not required to ensure price is appropriate. Quotes must be obtained for all engagements that exceed \$10,000.W). Any work awarded under this method may not subsequently add tasks that exceed the \$10,000 threshold.

Prevailing Wage Requirements

The buyer has a legal obligation to request a prevailing wage schedule from the Department of Labor Standards (DLS) at www.mass.gov/dols. Questions regarding the Prevailing Wage Law may be answered by accessing the DLS website or by calling the DLS Prevailing Wage Program at (617) 626-6953.

If prevailing wage is required, make sure to include this information in your quotes or bids so vendors know to include prevailing wage.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor. Contact the Comptroller Help and Support Desk at 617-973-2468 or via email at Comptroller.Info@state.ma.us for additional support.

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Additional Information/FAQs

Important Facts for Buyers:

Statement of Work (SOW) Requirements: This is a solution-based contract, the type of services and scope of work, will be generated on a case-by-case basis in a sub-agreement as the SOW. Contract users are required to use the posted SOW or their department's equivalent version before starting any project with a vendor. A copy of a standard SOW can be located in the "Attachments" tab of the Master MBPO for PRF62 in COMMBUYS.

Business References: The Hiring Entity may require business references, as deemed appropriate.

Other Discounts

- **Prompt Pay Discounts:** A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor. Prompt payment information for each awarded vendor may be found under the PRF62 Master Contract Record.

Performance and Payment Time Frames Which Exceed Contract Duration

All engagements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the duration of this Contract shall remain in effect for performance and payment purposes only for a maximum time of one year (twelve calendar months) beyond the final termination date of this Statewide Contract. No new engagements for services under this Statewide Contract may be executed after the final termination date of this Contract. Contract duration date is stated on the [first page](#) of this contract user guide.

Contract User Guide for PRF62

Strategic Sourcing Team Members

- Edward Dobbin DOER
- Eric Friedman DOER
- Stephen P. White DCAMM
- Jenna Ide DCAMM
- Sorraia Tavares OSD

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Vendor List and Information*

Vendor	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email
PRF62 Facilities Engineering Service Master Contract Record (All contract documents)	N/A	Edward Dobbin	617-720-3304	Edward.Dobbin@state.ma.us
Abt Associates Inc.	VC6000159631, Vendor Line 1	Christina Anderson	617-349-2856	BDU@abtassoc.com
ADI Energy	VC0000187791, Vendor Line 2	John Rizzo	617-744-9234	jizzo@adienergy.com
Alares LLC	VC0000722921, Vendor Line 3	Patrick Coughlin	617-481-6390	patc@alaresllc.com
Ameresco	VC0000442163, Vendor Line 69	Joseph Rocco	508-661-2232	jrocco@appliedenergygroup.com
Applied Energy Engineering & Commissioning	VC6000211580, Vendor Line 37	Arthur Adler	617-620-9587	arthur.adler@cox.net
Aramark Management Services LLP	VC0000188753, Vendor Line 4	Bruce Sutter	617-480-5479	sutter-bruce@aramark.com
Arup USA Inc.	VC6000201161, Vendor Line 5	Rebecca Maloney	617-864-2987	rebecca.maloney@arup.com
Bales Energy Associates	VC6000243534, Vendor Line 46	Barton Bales	413-863-5020	bart.bales@balesenergy.com
Banks II Quan Associates	VC0000634924, Vendor Line 22	Rick Mitchell	978-447-5701	rmitchell@b2qassociates.com
Beacon Integrated Solutions	VC0000501862, Vendor Line 6	Beth Greenblatt	617-469-2172	bgreenblatt@beacon-llc.com
Bowman Engineering, Inc.	VC0000200947, Vendor Line 7	Thomas Bowman	413-303-0238	tpbowman@bowmanengineering.com

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OPERATIONAL SERVICES DIVISION

Vendor	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email
C.J. Brown Energy & Engineering, P.C.	VC0000638063, Vendor Line 23	Susan Busch	716-565-9190	info@cjbrownenergy.com
C.T. Male Associates	VC6000217483, Vendor Line 50	Scott Goodwill	518-786-7442	s.goodwill@ctmale.com
Celtic Energy, Inc.	VC0000387722, Vendor Line 8	Walt Donzila	860-882-1515	walt@celticenergy.com
Center for Ecological Technology	VC0000164369, Vendor Line 9	Lorenzo Macaluso	413-586-7350 x248	lorenzo.macaluso@cetonline.org
Center for Sustainable Energy	VC0000730358, Vendor Line 70	Catherine Crisp	858-244-1177	csedev@energycenter.org
CLEAResult Consulting	VC6000227116, Vendor Line 10	Matthew Root	512-327-9200	matthew.root@clearresult.com
Clough, Harbour & Associates LLP	VC6000217542, Vendor Line 11	Michael Tsakaloyannis	518-453-8772	mtsakaloyannis@chacompanies.com
Competitive Energy Services LLC	VC0000340005, Vendor Line 51	Kristan Gibson	207-772-6190	sales@competitive-energy.com
Daymark Energy Advisors Inc. (La Capra Associates)	VC6000190255, Vendor Line 25	Bonnie McDonald	617-778-5515	bmcdonald@lacapra.com
Dewberry	VC6000214237, Vendor Line 47	Lisa Rookard	617-695-3400	lrookard@dewberry.com
DNV GL Energy Services USA Inc. (Formerly KEMA)	VC0000163229, Vendor Line 40	Jim Leahy	781-273-5700	americas.proposals@dnvgl.com
Eastern Research Group	VC6000169282, Vendor Line 13	Gail Schubert	781-674-7350	gail.schubert@erg.com
EBI Consulting	VC0000175586, Vendor Line 14	Jason Happe	912-667-7847	jhappe@ebiconsulting.com
Efficiency Energy LLC	VC0000816024, Vendor Line 62	William Volker	202-776-7709	wvolker@wesavegreen.com
emersion DESIGN LLC	VC0000816026, Vendor Line 63	Shawn Hesse	513-841-3900	shawn.hesse@emersiondesign.com
Energy & Resource Solutions	VC6000182402, Vendor Line 39	Jill Rogers	978-521-2550	rfpnotices@ers-inc.com
Energy	VC6000190328, Vendor Line 15	David Ward	508-405-1946	david.ward@rcn.com

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Vendor	MMARS Vendor Code and Vendor Line	Contact Person	Phone #	Email
Engineering and Design				
Energy Management Associates, Inc.	VC0000816229, Vendor Line 64	Stephen DiGiacomo	508-533-1128	steve@ema-boston.com
EnerNOC	VC0000511638, Vendor Line 52	Ryan Barry	617-224-9900	Ryan.Barry@enernoc.com
Guardian Energy Management Solutions	VC0000732762, Vendor Line 16	Chip Goudreau	781-629-0106	chipg@guardian-energy.com
ICE East, LLC	VC0000550399, Vendor Line 24	John Skipper	678-366-2108	jskipper@iceagents.com
ICF Incorporated, LLC	VC6000248913, Vendor Line 56	Elizabeth Johnston	617-250-4240	Elizabeth.Johnston@icfi.com
Industrial Economics, Incorporated	VC6000167395, Vendor Line 49	Mariann Horgan	617-354-0074	ahelman@indecon.com
Jacobs Consultants Inc.	VC0000398354, Vendor Line 53	Anna Carrara	617-491-6450	anna.carrara@jacobs.com
Karpman Consulting, LLC	VC0000822434, Vendor Line 74	Maria Karpman	860-681-1527	kc@karpmanconsulting.net
L&S Energy Services, Inc.	VC0000387764, Vendor Line 44	Dennis Landsberg	518-383-9405	Dlandsberg@LS-Energy.com
Leftfield, LLC	VC0000772614, Vendor Line 57	Jim Rogers	617-737-6400	jrogers@leftfieldpm.com
Leidos Engineering, LLC	VC0000816260, Vendor Line 65	John Higgins	508-935-1721	john.e.higgins@leidos.com
Levitan & Associates	VC0000283158, Vendor Line 73	Stephanie Lewis	617-531-2818	sl@levitan.com
Lexicon Energy Consulting, Inc.	VC0000447674, Vendor Line 58	Sharon Jones	781-863-5015	sharon.jones@lexicon-energy.com
Meister Consultants Group, Inc.	VC0000512239, Vendor Line 27	Jeremy Koo	617-934-4847	jeremy.koo@mc-group.com
Navigant Consulting, Inc.	VC6000239826, Vendor Line 59	Matt Guernsey	781-270-0101	commbuys@navigant.com
New Ecology, Inc.	VC0000186968, Vendor Line 17	Debra Hall	617-557-1700	hall@newecology.org

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NORESCO	VC0000542112, Vendor Line 48	Jessica Newfell	508-614-1000	jnewfell@noresco.com
October Engineering LLC	VC0000817981, Vendor Line 71	Robert Morrison	978-261-5592	rlm@octoberengineering.com
Optimal Energy, Inc.	VC0000447018, Vendor Line 45	April Clodgo	802-482-5600	bizdev@optenergy.com
Peregrine Energy Group, Inc.	VC6000179118, Vendor Line 54	Andy Grossman	617-367-0777 x221	info@peregrinegroup.com
Peter Gorer	VC0000387763, Vendor Line 18	Peter Gorer	617-625-6364	gowoo@mac.com
Power Advisory LLC	VC0000818146, Vendor Line 72	John Dalton	978-369-2465	jdalton@poweradvisoryllc.com
Raab Associates, Ltd	VC6000180910, Vendor Line 60	Susan Rivo	617-350-5544	susan@raabassociates.org
Richard D. Kimball Co.	VC6000155847, Vendor Line 43	Kim DiGiovanni	978-296-6200	kdigiovanni@rdkengineers.com
RMF Engineering, Inc.	VC0000606788, Vendor Line 28	Philip Jones	800-938-5760	phil.jones@rmf.com
Sagewell, Inc.	VC0000508591, Vendor Line 19	Pasi Miettinen	617-963-8140	accounting@sagewell.com
Sebesta East, Inc.	VC0000731595, Vendor Line 29	David Vettraino	781-721-8313	dvettraino@sebesta.com
Steven Winter Associates, Inc.	VC0000817019, Vendor Line 66	Marie Starnes	203-857-0200	mstarnes@swinter.com
Strategic Building Solutions	VC6000200988, Vendor Line 30	Cyndee Stewart	860-395-0055 x121	cyndee.stewart@colliers.com
Sustainable Energy Advantage, LLC	VC0000268940, Vendor Line 61	Robert Grace	508-665-5855	bgrace@seadvantage.com
Sustainable Engineering Solution	VC0000817022, Vendor Line 67	Ernest Lawas	860-270-0413	elawas@sustainable-eng.com
Symmes Maini & McKee Associates	VC6000167728, Vendor Line 42	Ryan Farias	617-547-5400	rfarias@smma.com
Synapse Energy Economics, Inc.	VC6000183001, Vendor Line 31	MJ Jensen	617-453-7030	mijensen@synapse-energy.com

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THE CADMUS GROUP, INC.	VC6000168942, Vendor Line 20	David Beavers	617-673-7000	compass@cadmusgroup.com
The Green Engineer	VC0000699650, Vendor Line 32	Christopher Schaffner	978-369-8978	chris@greenengineer.com
Thielsch - Rise Engineering, Inc.	VC6000197183, Vendor Line 41	Vincent Graziano	401-784-3700	vgraziano@thielsch.com
Tighe & Bond, Inc.	VC6000169553, Vendor Line 34	April Lassard	413-572-3214	alassard@tighebond.com
TRC Environmental Corporation	VC6000172001, Vendor Line 35	Erin Biolsi	978-970-5600	Ebiolsi@trcsolutions.com
University of Massachusetts Lowell	VC6000178134, Vendor Line 36	Linda Gladu Ennis	617-817-5111	Linda_GladuEnnis@uml.edu
Weston & Sampson Engineers, Inc.	VC6000164126, Vendor Line 21	Kimberly Plourde	978-532-1900	plourdek@wseinc.com
Wilson Engineering Services	VC0000817032, Vendor Line 68	Tom Wilson	814-337-8223	twilson@wilsonengineeringservices.com
WSP	VC6000214511, Vendor Line 55	Caroline Barr	617-210-1840	anastasia.vassos@wspgroup.com

* Note that COMMBUYS is the official system of record for vendor contact information. The vendor table will be updated in January 2018 to include the final list of all awarded vendors.

** Master Contract Record is the central repository for all common contract files.

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